

I.	<u>Position Title:</u>	Animal Services Director	<u>Revision Date:</u>	8/04
			<u>EEO Code:</u>	Protective Services
			<u>Status:</u>	Exempt (Exec)

Under the direction of the Chief of Police and the Special Services/Investigations Captain, manages animal services operations, including personnel, budget, policies and procedures, and meeting the needs of pet owners and the general public.

- Hire, train, motivate, direct, discipline and terminate employees.
- Evaluate and encourage employees.
- Assist in preparing and administering units budget.
- Interpret, enforce, and recommend changes in City animal ordinances.
- Assist in development of policies and procedures and monitor to deal with changing needs.
- Oversees the approval of officer's reports, citations, and field cards.
- Schedule employees.
- Oversee the input of information into computer for bi-weekly time sheets.
- Responsible for maintenance of Animal Services facility. Responsible to continually update the Chief of Police on the condition and serviceability of the facility.

- Send out monthly license billings.
- Perform miscellaneous work in absence of Animal Control Officers - including cleaning kennels, humanely killing animals, answering phones, assisting citizens, and processing licenses.
- Perform other duties as assigned.

**Education:** Associates degree or two years of college education in related field, or four years of government service in an agency dealing with legal and sensitive investigative or administrative duties; and completion of the police academy.

**Experience:** Five years related work experience with progressively increasing responsibilities including at least two years management experience; valid Utah Driver's License; Minimum of Special Function Certification (POST).

**Knowledge of:** State and Federal animal regulations; State and Local laws; both animal related and general enforcement; general knowledge of animal handling and medical care; drugs and gases used to euthanize, medicate and sedate animals; management practices including personnel supervision, budgeting and conflict intervention.

**Responsibility for:** Responsible for public health and welfare in community as related to animals; responsible for animal health and welfare; preparing and overseeing the animal control budget; overseeing animal control building additions; great responsibility for the care, condition, and use of department materials, equipment, money, and tools; great responsibility for supervision of the Shelter Manager, Animal Services Officers and other Animal Service employees; great responsibility for making decisions that affect others - what to do, when to do it and how.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules requiring influencing of others to obtain the desired result; often contact involves dealing with hostile and upset citizens who do not want their pet taken by animal control; communicate effectively verbally and in writing;

**Tool, Machine, Equipment Operation:** Requires regular use of a computer, printer, copier, and telephone system; occasional use of a typewriter and 10-key adding machine, washer\dryer, vacuum cleaner

**Analytical Ability:** Prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations; manage human and animal behavior in crisis situations; motivate and train employees.

VI. Working Conditions:

Great mental effort is required daily; great mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of frequent stooping, bending and kneeling required; a moderate amount of lifting (up to 50 lbs.); constant attendance and off-duty availability is required; work requires dealing with disagreeable smells and noise; tasks can be dangerous and/or unpleasant; constant exposure to death of animals.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_